



ODISHA STATE HIGHER EDUCATION COUNCIL, BHUBANESWAR

Pustak Bhawan (2nd floor), A-11, Suka Vihar, Bhubaneswar-751022
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No. 3/ OSHEC/2018

Date 21 /03 / 2018

**Tender for Interior/ partition work
at Odisha State Higher Education Council**

Odisha State Higher Education Council invites sealed tender from registered dealers having valid GST registration for taking up the interior/partition work at Odisha State Higher Education Council. The list of required quantity, specification and other detailed term and conditions are available in the Tender Paper. The interested parties may submit their complete tender paper along with bid in a separate sealed envelope super-scribing as "Tender for interior /partition work in the office of OSHEC, Bhubaneswar" to the undersigned through speed post /Registered Post /courier services only which should reach on or before 3.00 PM of 04/04/2018 positively. The undersigned reserves the right to reject any or the entire tender without assigning any reason thereof.

Tender /Bid Information Sheet

Date & time of Per-Bid Meeting	: 26.03.2018 at 1.00PM
Last date & Time for submission of Tender	: 04.04.2018 by 3.00PM
Date & Time of Technical Bid opening	: 04.04.2018 at 3.30PM
Place of opening of Tender/Bid	: Office of OSHEC, Bhubaneswar
Date & Time of Financial Bid Opening	: 04.04.2018 at 4.30PM

Important Notes : Prospective Bidders are requested to remain update for any notices /amendments clarifications etc. to the Tender Document through the web site www.dheodisha.gov.in / Notice board of the office of OSHEC, Bhubaneswar. No separate notifications will be issued for such notices / amendments /clarifications etc. in the print media or individually.

Address for Communication:

Member Secretary
Odisha State Higher Education Council,
Pustak Bhawan(2nd Floor),
A-11, Suka Vihar,
Bhubaneswar-751022

**TREM AND CONDITIONS FOR INTERIO/PARTITION WORK IN THE
ODISHA STATE HIGHER EDUCATION COUNCIL, BHUBANESWAR**

1. Tender paper :

The prospective bidders may download the complete set of the tender documents from the website *dheodisha.gov.in* or may obtain from office of OSHEC, Bhubaneswar free of cost. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the notice board of Odisha State Higher Education Council before last date of submitting the tender document.

2. Bid submission:

- a. The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid, Financial Bid contains only the price Bid as per Annexure-I and Technical Bid contains all other documents as per the Tender terms & conditions. The Technical Bid & Financial Bid will be covered in two separate envelope clearly written on the top of the envelope as Technical Bid & Financial Bid respectively and those two bids will be covered in a big envelope writing in the top of that "Tender for interior/partition work in the office of OSHEC, Bhubaneswar"
- b. The tender shall be for the full quantities indicated in the schedule of requirements along with specification as per Annexure-I.
- c. The format of Price bid is specified in Annexure -I which will be used at the time of submission of the tender.
- d. The quoted rates shall include the bidders cost towards insurance, packing & forwarding, transportation and installation at OSHEC, Bhubaneswar.
- e. GST and other local taxes should be clearly mentioned separately in terms of percentage and amount in the format of quotation.
- f. No conditional price will be taken into consideration.

3. Financial Bid:

- i) The Financial bid must be filled in completely, without any error, erasures or alterations as per the specified format given in **Annexure-I**.
- ii) The financial bid shall be on a fixed price basis, no price variation on any account shall be considered.
- iii) The envelope consisting of Financial Offer shall be marked as "Financial Bid for Interior/partition work" along with Bidder's name & address.
- iv) It is the responsibility of the Bidder to clearly identify all costs associated with items in this Tender Document and submit the total cost in the financial bid.



4. Pre-Bid Meeting:

A pre-bid meeting will be held on 26/03/2018 at 1.00 PM in the conference hall of OSHEC. Interested prospective bidders shall attend the said meeting to clarify their doubts if any, the authorization letter to attend the said meeting along with their doubts/suggestion in writing for discussion. The decision taken in the pre-bid meeting will be incorporated in the tender and the decision will be floated in the notice board of OSHEC. The bidders should submit their Bids accordingly.

5. Eligibility Criteria:

The following self attested documents should be submitted with the Tender/Bid for fulfilling eligibility of the bidder;

- i) Submission of price as per format of quotation.
- ii) Copy of GST Registration Certificate & Up to date tax clearance certificate/ GST return
- iii) Annual turnover for last year (2016-17) should be more than 5 Lakhs
- iv) Copy of PAN card & Income tax return of F.Y. (2016-17).
- v) Undertaking as per Annexure-II.

6. General Terms & Conditions:

- a. The bidder shall furnish up-to-date self attested photocopies of GST Return/ Tax clearance and photocopy of GST registration certificate along with documentary evidence of the annual turnover achieved by the bidder in last financial year to justify their financial capability.
- b. The work should be completed within 30 days from the date of receipt of the LOA. The purchaser shall have the right to inspect the goods prior to dispatch at suppliers premises or after completion of the work at sites before release of payment.
- c. The Tender shall remain valid for a period of 90 days after last date as specified in the tender.
- d. The bidder should clearly read and understand all the terms and conditions, specifications etc. mentioned in the original tender documents. If the bidder has any observations, the same may be presented physically in the scheduled Pre-Bid meeting indicating in his forwarding letter along with authorization of the representative.
- e. No Bids can be withdrawn after submission and during tender validity period. Submission of a tender by a bidder implies that he has read all the tender documents including amendments if any, visited the site and has made himself aware of the scope and specifications of the job to be done, local conditions and other factors having any bearing on the required job.

- f. The bidder shall not make any addition or alternation in the tender documents. The requisite details should be filled in by the bidder wherever required in the documents. Incomplete tender or tender not submitted as per instructions is liable to be rejected.
- g. The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other circumstances in execution of the work and commissioning. It shall also carefully read and understand all its obligations & liabilities given in tender documents.

7. Notwithstanding the above, the purchaser reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the issue of Work Order. The purchaser also reserves the right at the time of placement of work order to increase or decrease the required quantity as per the schedule of requirement.

8. The LOA will be issued to the lowest responsive bidder whose bid will be selected by the Purchaser prior to expiry of the bid validity period.

9. Award of Contract:

OSHEC shall issue LOA (Letter of Award) in duplicate to the successful bidder in writing by a Registered Letter/ Courier/ Speed Post or by process server. Duly signed and stamped duplicate copy of LOA has to be returned by the selected bidder within a week of receipt of LOA as token of acknowledgement. Issuance of LOA against an offer made shall constitute a legal and binding contract between OSHEC and the selected bidder.

10. Full payment will be made within 30days after satisfactory completion of the work.

11. The tender documents should be numbered and arranged as per the checklist specified at **Annexure-III**.

12. Any legal disputes arising out of this are subjected to Bhubaneswar jurisdiction only.

13. Bidders may be present in person or through their representative(s) during the opening of quotations at 03.30 PM on 04/04/2018.

Schedule of Requirement

Scope of work involves Interior and Partition work at office of OSHEC, Bhubaneswar.

Scheduled of Requirement/ format for Price bid

Sl.No	Particulars	Unit	Qty	Rate	Amount	GST
01	Providing and fitting of aluminum partition in specified areas with anodized aluminum (Powder coated)section of reputed make(7mmX size member)frame work spaced at 900mm c/vertically and 600mm c/c horizontally covered with pre laminate board etc.complete all.	Sq.Ft	166			
02	Providing and fitting of aluminum Door in specified areas with anodized aluminum (Powder coated)section of reputed make(7mmX size member)frame work spaced at 900mm c/vertically and 600mm c/c horizontally covered with pre laminate board & Glass etc. complete all.(Floor spring and door handle include)	Sq.Ft	60			
03	Providing and fitting of frameless Entrance Doors made out of 12mm toughened glass, polished with all fittings.	Sq.Ft	95			
04	Supplying and fixing approved quality vertical Blinds with 100mm wide fabrics of approved quality and shade	Sq.Ft	70			
05	Applying two coats of plastic emulsion paint to wall surface.	Sq.Ft	3300			
					Total	

Date :

Signature of the Bidder

Place :

Name ,Address with Seal.

Note:

We agree to do the above work in accordance with the technical specifications with the quoted rate within a period of 30 days from the date of receipt of LOA.

UNDER TAKING/DECLARATION
(To be submitted in Technical Bid)

I /We having my /our
..... office at do declare that I/We have carefully read all
the terms & conditions of tender of the.....OSHEC, Bhubaneswar for execution of
interior/ partition work. The approved rate will remain valid for a period of one year from
the date of approval. I /We will abide with all term & Conditions set forth in the Tender
Reference No ._____dated ___/___/2018 .

I/We do hereby declare I /we have not been de-recognised /black listed by
any State Govt. / Union Territory / Govt. Organization for supply of not of Standard
Quality items/non-supply.

I/ Wedo hereby declare that I /We will perform the work as
per the specifications and term & conditions of the above referred tender.


Signature of the
bidder : Seal with
Date :
Name & Address of the . Firm.



Annexure – III

<u>Name of Document</u>	<u>Submitted (yes /No)</u>	<u>Page No</u>
Copy of GST Registration Certificate of the bidder	:	
Copy of PAN Card	:	
Copy of Income tax return	:	
Copy of up-to-date GST return / Clearance Certificate	:	
Price sheet as per price format of Annexure – I		
Undertaking as per Annexure – II	:	

Seal with Signature of the Bidder


Member Secretary-cum-SPD
Odisha State Higher Education
Council, Bhubaneswar